Section 6.3   FUNCTIONS MENU
Data Collection & Employee Data Collection
Time Tab Overview

Purpose	This section provides an overview of Time and Attendance entry. The rules and guidelines provided apply to **Timekeepers** and **Employees**.
Tabs	Time
Reminders	**1.** The Time tab is accessed through the Functions, Data Collection, or Employee Data Collection items from the menu bar. The window selected depends on whether an agency processes time through a Timekeeper only or allows employees to enter their own time.

2. The Time tab displays a data entry window based on whether the user selected to enter **Hours** only or enter **Hours by Coding Block**. These options are selected through the Options menu *(see Section 4.1)*.

- ■ **Hours Entry** - Allows a user to add, update, or delete time information reported on a daily basis.

- ■ **Hours Entry by Coding Block** - Allows a user to add, update, or delete time information on a daily basis with appropriate Coding Block information. This window also allows the entry of multiple Coding Blocks in a pay period.

General Information for all Time Entry Windows

3. The Time tab allows for the entry of hours for each day or biweekly (Sum Total column). However, employees with a FLSA (Fair Labor Standard Act) code of **N** (non-exempt) <u>must</u> enter time on a daily basis. Employees with a FLSA code of **Y** (exempt) or Y* (exception) may enter their hours as a biweekly total, if their agency's policy allows for summary totals, or on a daily basis. However, if any summary hours are entered, daily hours cannot be entered.

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Reminders *(Continued)*	**4.** The Time tab consists of an entry window for hours as well as the following bottom tabs *(see Section 6.3.2 for more detail)*.

■ Hours Entry - This is the first window displayed and allows for the hours worked or used to be entered.

■ Coding Block - This window is available only when the Hours Entry option was selected to enter hours. It allows a user to enter hours for the labor distribution Coding Block. If a user selected Hours by CB Entry, this button is grayed out (not available).

■ Comments - This window allows for comments to be entered for a specific hours type (i.e. reason for sick leave used).

■ Pers Miles - This window allows a user to enter personal mileage applicable to their hours worked. This tab may be enabled or disabled under Options, TKU Options, TA Options tab *(see Section 5.2)*.

■ Errors - This window allows a user to view a specific error when a message displays that an error occurred. For further information on a specific error or warning *(see Section 2.3)*.

■ Display - This window displays a summary of the employee's time.

5. Only hours type codes that appear in the dropdown list may be recorded. If a code is invalid, it will automatically highlight.

6. When no hours are entered by the last day of time and attendance processing (typically day 2) of the pay period or the timekeeper does not generate a timesheet, a system generated timesheet will be released for the employee. The employee's standard hours will be used to calculate pay.

Note: In pay periods where there is a holiday, the Department of Management and Budget will often modify payroll calculation schedules and there may not be four days available for data collection processing. A user may verify the schedule by accessing Params, System Tables, E-Calendar from the menu items.

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Reminders *(Continued)*	**7.** Updates to timesheets must be done before timesheets are released for processing. Once a timesheet is submitted, the Timekeeper can update through the Approval or TKU Processing windows. Typically, updates are done by someone other than the employee who submitted the timesheet. However, an employee can update their own through the Modify button on the Employee Data window, if security allows and the timesheet has not been approved yet. **8.** A user may select to copy information from another user or pay period. This option is selected when the Selection tab is displayed and the Copy From button is selected. This would be the <u>first</u> step before entering hours. This option is most useful if two employees have very similar hours and coding blocks. **9.** A user may also select to copy coding blocks and/or hours to the Activity window by using the Copy Time bottom button. Coding blocks may also be copied to the Equipment window. This button is activated when the Activity or Equipment tab is selected. **10.** When timesheets are saved or submitted, a message will display to notify the user that errors or warnings were found during timesheet validation. They are described on the Errors tab. Errors must be corrected before the timesheets can be submitted. However, a timesheet may be submitted with a warning. **Time and Attendance Rules** **11.** Holiday hours may be reported as Regular Hours (*or as Holiday Hours as determined by the agency*) when the following applies: ■ A permanent employee must be in full pay status on the last scheduled workday immediately before and after a holiday. ■ A separating employee must be in full pay status on the workday before the holiday. ■ A new employee whose first scheduled workday is a holiday will not receive holiday pay. *Continued*

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Reminders *(Continued)*	- An employee returning from a leave of absence or layoff on the day after a holiday will receive holiday pay, if the holiday falls in the same pay period. - A permanent part-time employee will receive holiday pay equal to the percentage of time worked, i.e., an employee working half time (50%) would receive holiday pay for 4 hours. - A permanent intermittent employee will receive holiday pay based on the number of average hours worked over the last 6 pay periods. - Employees in non-career appointments are not eligible for holiday pay. 12. Holiday pay is paid to an employee at the regular rate when the following occurs: - The employee worked ***before*** and after a holiday, or - The employee worked the day ***after*** the holiday when the holiday occurred on the first scheduled workday of a pay period, or - The employee worked the day ***before*** a holiday when the holiday occurred on the last scheduled workday of a pay period. An employee may use appropriate leave credits (i.e., sick, annual, etc.) to establish eligibility. To verify an employee's leave balance, click on Leave Balance on the Emp Info tab. 13. The following rules apply when entering time: - The total hours worked and leave hours used must not exceed 247 hours. - The total leave hours used must not exceed 80 hours. *Continued*

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Reminders *(Continued)*	■ Double time is authorized only for the following Bargaining Units:
	■ C-12 - Department of Corrections - Security Personnel
	■ Z-67 - Legislative Service Bureau
	■ Z-76 - Supreme Court Employee
	■ Z-77 - 3rd Circuit Court Employees
	■ Z-78 - Recorders Court Employees
	■ Z-79 - 36th District Court Employees
	■ On-Call hours must not exceed 52
	■ An employee's Special Pay hours must not exceed the total of hours worked or leave hours used, except for Special Pay code of **P**.
	14. Hours entered in the following fields are not used in the payroll calculation process but are for reporting purposes only:
	■ Non-Pay
	■ Comp Time Earned
	■ Jury Duty - Shifts 2 and 3
	■ Military Leave - Shift 2 and 3
	■ Union Activity
	■ Administrative Leave
	15. Daylight Savings Time - The State of Michigan transfers to Eastern Daylight Time from Eastern Standard Time at 2:00 a.m. on the first Sunday in April. Employees assigned to a work shift during which the time change occurs, and who work one hour less than a normal work day, may elect to use one hour of annual, compensatory, deferred, or personal leave or lose one hour of pay. Employees who elect to lose one hour of pay should have the one hour of non-work time recorded in the Non-Pay Hours column of their Time and Attendance Report (or enter Non-Pay hours in DCDS). Hours recorded in the Non-Pay field will count for fringe benefit purposes, but will NOT generate pay.
References	*Civil Service Compensation Plan and applicable bargaining agreements*
	DMB Getting the Job Done, The Administrative Guide to State Government
	The Fair Labor Standards Act

Hours Types

Hours types that display on the window or that are included in the dropdown list may vary for each Department, Agency, and TKU. Listed below are all the hours types and descriptions available in DCDS.

Hours Type	Description
Regular Hours REG1 REG2 REG3	Hours worked for Regular shift 1, 2nd shift, or 3rd shift. *Check Department Policy for shift hours.*
Regular Overtime OVT1 OVT2 OVT3	Hours worked in excess of 8 hours a day or 40 hours in a weekly pay period for Regular shift 1, 2nd shift, or 3rd shift. An employee may be paid overtime depending on classification and union contracts. The Department of Civil Service assigns a FLSA (Fair Labor Standards Act) code to each classification indicating overtime pay eligibility. The code is used by timekeepers to verify eligibility when recording an employee's time and attendance. The employee's FLSA status is displayed on the Selection List window under the Selection tab. **N** - Eligible for full time and-a-half rate **Y** - Not Eligible **Y*** Eligible on an exception basis When an employee is assigned a code of **Y**, no overtime hours may be recorded. When an employee is assigned a code of **N or Y***, overtime hours may be recorded. Overtime pay is calculated in accordance with the Fair Labor Standards Act requirements.
Holiday - Regular HOL1 HOL2 HOL3	Number of holiday hours employees are eligible to be paid. Holiday Hours will be calculated as Regular shift 1 hours for pay and distribution purposes and added to the appropriate hours counter.

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Hours Type	Description
Holiday Overtime HOT1 HOT2 HOT3 HOX1 HOX2 HOX3	Overtime hours worked on a holiday for Regular shift 1, 2nd shift, or 3rd shift. The following conditions apply: ■ If eligible for overtime pay by working on the holiday, record number of hours in appropriate holiday overtime field. ■ For employees on adjusted work schedules, overtime payment shall be made for authorized time worked in excess of their regularly scheduled hours for that day or in excess of 40 hours in a weekly work period. ■ If eligible for overtime on an exception basis (FLSA code **Y***), use the Hours Type of HOX1 etc.
Administrative Leave ADM1 ADM2 ADM3	Hours of leave with pay for necessary absence from work for which annual, sick, or other leave with pay is not applicable (leave for attending an annual or general assembly or convention must be approved by the Labor Relations staff). Prior approval must be obtained and a reason for the administrative leave must be provided on the Comments tab. Number of hours reported will be included in the pay calculation process at the rate appropriate for the shift recorded.
Annual Leave ANLV	Hours of absence used against the accrued annual leave balance. Annual Leave Balance and YTD Annual Leave Usage fields will be updated along with other appropriate hour counters.
ANLW	Hours used by an employee who was on Worker's Comp due to an assault by an inmate or patient and thereby covered by a bargained agreement or public act. Employees may accrue above their normal annual leave cap. Correction's employees are paid off for these hours when they return to work. All other assault employees have a year to use these hours.
Birthday Leave BDAY	Hours recorded by Corrections Officers only. Hours are paid based on employee's standard rate and distributed as Regular shift 1 hours.

Hours Type	Description
On-Call Hours CALL	Hours in which an employee is "On-Call" and qualifies for on-call pay. On-Call hours are paid in addition to an employee's standard work schedule hours and are calculated using the standard rate.
Combined Leave CMBL	Hours combined with other leave for Senate employees.
Compensatory Time Earned CMPE	Leave hours earned in lieu of overtime cash payment.
Compensatory Time Used CMPU	Hours of absence used against the compensatory time balance. Compensatory time is overtime credit earned in lieu of cash payment and used in a similar manner as annual leave. It must be used prior to annual leave except where the maximum annual leave cap has been reached.
Compensatory Time Earned Plus Shift Diff CMS2 CMS3	Compensatory time earned by employees who work second or third shift and are entitled to receive shift differential pay.
Double Time DBT1 DBX1 DBT2 DBX2 DBT3 DBX3	Overtime hours paid at double the employee's regular pay rate in which eligibility depends on the employee's bargaining unit and/or FLSA code for Regular shift 1, 2nd shift, or 3rd shift. Employees with FLSA code of **Y*** should use Hours Type of DBX1, etc.
Deferred Hours Used DH81 DH82	Hours of absence charged against the hours accrued as Deferred Leave Hours. These hours are used the same as Annual Leave Hours. Any hours reported will come from the hours deferred in 1981 (DH81) or 1982 (DH82).

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Hours Type	Description
Family Leave FMLA FMSL - SKLV FMAL - ANLV FMD1 - DEF HRS 81 FMD2 - DEF HRS 82 FMCM - COMP	Hours absent from work that qualifies under the Family Medical Leave Act. Employees may report the type of leave hours they are using for FMLA purposes. The number of hours reported will be included in the pay calculation process. If using leave, the amount reported will be deducted from the appropriate leave balance (if available). Payroll costs will be distributed based on type of leave reported and FMLA counters will be updated. Employees on FMLA and not using leave hours should use the FMLA hour type. The hours reported will not generate pay. FMLA leave counters will be updated.
Initial Leave Grant ILG	Hours of Leave used to be deducted from a new employee's initial leave grant (i.e., 16 hours granted upon initial hire).
Jury Duty JUR1 JUR2 JUR3	Hours of leave with pay for absence due to being ordered to serve jury duty. Hours reported in DCDS will be processed as Regular shift 1 hours for pay and distribution.
Law Enforcement Pay LAWP (*DNR Only*)	Hours recorded by Conservation Officers in the Department of Natural Resources. Hours are paid based on the employee's standard rate and distributed as Regular shift 1 hours.
Line-Up Comp Earned LCE1 LCE2 LCE3	Leave hours earned by Corrections Officers for pre-shift line-up in lieu of overtime cash payment.
Lost Time LOST	Hours lost as a result of no leave used or not available.

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Hours Type	Description
Line-Up Overtime Pre-Shift LOT1 (Pre-Shift 1) LOT2 (Pre-Shift 2) LOT3 (Pre-Shift 3) LOX1 LOX2 LOX3	Hours recorded by Corrections Officers for line-up overtime. The number of hours reported will be included in the pay calculation process at the overtime rate appropriate for the shift recorded. Hours will be distributed the same as Overtime 1, 2, or 3. Employees with a FLSA code of **Y*** (exception) should use Hours Type of LOX1, etc.
Night Shift LSB2 LSB3	Hours worked on a night shift for Legislative Service Bureau employees.
Military Leave Hours MIL1 MIL2 MIL3	Hours of leave with pay for absence due to being ordered to serve military duty. Hours reported in DCDS will be processed as Regular shift 1 hours for pay and distribution
Non-Pay NOPY	Hours that should be counted for benefit purposes, but will not generate pay. These hours are typically used to report the one (1) hour difference when the employee works less because of daylight savings time but should receive full credit for service and benefit purposes.
Double-Back Overtime ODB1 ODX1 ODB2 ODX2 ODB3 ODX3	Hours recorded by State Police for double-back overtime. The number of hours reported will be included in the pay calculation process at the rate appropriate for the shift recorded. Hours will be distributed the same as Overtime 1, 2, or 3. Employees with a FLSA code of **Y*** (exception) should use Hours Type of ODX1, etc.
Exception Overtime OTX1 OTX2 OTX3	Overtime hours an exception basis for overtime pay (FLSA code **Y***).

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Hours Type	Description
Voluntary Work Schedule PLNA	Hours an employee voluntarily gives up without pay in exchange for time off. A maximum of 16 hours is allowed. Employee continues to accumulate leave at their usual rate and receive credit for their standard hours towards retirement.
School Leave Used SCHL	Hours used for the purpose of participating in certain educational activities.
Sick Leave SKLV	Hours of absence charged against the accrued sick leave balance. Sick Leave Balance and YTD Sick Leave Usage fields will be updated along with other appropriate hours counters.

Special Pay Hours
 	
SPCC
SPCP
SPCR
	Hours worked for a specific task in which a special rate of pay applies.
	
	Special pay hours are paid in addition to an employee's standard work schedule hours. Special pay hours are calculated using a special rate. The following Special Pay Codes apply:
	
	    C - SPCC (Other)
	
	    P - SPCP (Structural Duty Hazard)
	
	    R - SPCR (Out of State Insurance Examiners)

Union Activity UNO1 UNO2 UNO3	Hours reported for purposes of representing a fellow employee at a grievance, attending labor-management meetings or conducting other recognized employee organization business as allowable under applicable Employee Relations Policy. Number of hours reported will be included in the pay calculation process at the rate appropriate for the shift recorded.
Zero Hours Timesheet ZERO	Use this code when an employee did not work and should be paid zero.